265

Booklet for Annual Academic Calendar, CCE & Grading

(For Schools under DGHC area)

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West Bengal Board of Secondary Education

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77/2, Park Street, Kolkata - 700 016

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West Bengal Board of Secondary Education
77/2 Park Street,
Kolkata-700 016

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Secretary,
West Bengal Board of Secondary Education

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PREFACE

The twin objectives of evaluation are :

1) to identify learning achievements and learning gaps through measurement of tests based on prescribed text materials, syllabi and curriculum of various subjects of study,

2) to remove learning gaps and inadequacy through remedial lessons and peer activities.

The scientific basis of promotion to the higher class is the summative result of unit tests and terminal/ annual examinations. That is to say, the evaluation system should help student-preparation.

Evaluation is generally of two types. The objectives of in-school evaluation are to ascertain the status of a learner's learning competency, to understand the learning success which actually takes place, to identify the weak-spots of the learning process. In a word, the main focus of evaluation is to enable the weak learners to become potential learners, and, the potential learners to become sufficiently potential.

After measuring the learning comptencies through marks (quantified evaluation), the student achievements are to be classified into certain groups (quality bands) demarcated by letter-grades. The process of learning development through in-school evaluation can be sustaind by such developmental evaluation which is the ultimate goal of the grading system in stage-end examinations like the secondary or the higher secondary examinations. The relative status of an examinee becomes distinct through the final judgment in regard to his grade achievement. Such stage-end evaluation is, of course, judgmental, which is a culmination of the in-school developmental evaluations in different classes. The holistic graph of Continuous and Comprehensive Evaluation (CCE) helps to project a relative picture as to the stage-end judgmental evaluation. Since grades signify qualitative status, formation of such a holistic impression of a learner's achievements in different classes is facilitated by the Grading System.

The present booklet contains the decision of the Board in regard to application of the letter-grades and CCE supported through an elaborate Annual Calendar. Everything is presented in detail here so that the affiliated schools can go in for its proper implementation. The periodic rise and fall of learning competencies of our students can be reviewed through systematic study of their grade records. The 'cells' in the Regional Offices of the Board will be geared to the purpose of such study. Mentionable development in the process of teaching and learning in our schools will ensure in future a certain 'buoyancy' in the grade status of our students. Once this is achieved, a reorganization of the letter-grades scale will be a felt-need.

Experts maintain that within the limited scope of our schools if learning perfection is achieved, the school itself can opt for its own grade-point scale. Initially we have decided that the schools should follow the 7-point letter-grade scale which will come into force from the M.P(S.E), 2009 and onwards so that they can be practised towards implementation of a moderately ranged grade-scale.

But for the active support and cooperation of all the members of the 'Task Force' constituted by the Board, all the members of the Board, the consultants, officers and personnel of the SSA Cell and of the Board as a whole and all the teachers' organizations of the State we could not venture a step towards this new direction of evaluation system and the CCE.

Any constructive criticism and advice will, we believe, further enrich our efforts. We firmly believe that the CCE and the Indirect Grading System will encourage purposive curriculum transaction in our schools.

Modestly,

Date : March 24, 2007

Place : Kolkata

President

West Bengal Board of Secondary Education

Tel. No. : (033) 2321-3691
Fax : (033) 2321-3691
Gram : SECONDARY

WHEN REPLYING, PLEASE QUOTE
No. : S/82
Date : 3rd April, 2007

West Bengal Board of Secondary Education
77/2 Park Street, Kolkata-700 016

From: Secretary,
West Bengal Board of Secondary Education,
77/2, Park Street, Kolkata – 700 016.

To
The District Inspector of Schools (S.E.)
_____ District.

Dear Sir/Madam,

As directed I am to state that West Bengal Board of Secondary Education (WBBSE) is going to introduce Continuous and Comprehensive Evaluation and Indirect Grade System including Annual Calendar of Educational Activity: Termwise Allocation of Time from the academic year 2007-08. I, therefore, request you to circulate the attached matters to the Heads of Institutions (Aided and Un-aided) affiliated to WBBSE of your district. The attachment in English is to be sent to the schools other than Bengali Medium. The attachment in Bengali, needless to say, should be sent to the Bengali Medium Schools.

Your active cooperation will be highly appreciated.

Encl: (a) Copy of Annual Calendar of Educational Activity: Termwise Allocation of Time (Bengali & English Versions) including Grade format.
(b) Sample Format of Grading for Madhyamik Pariksha-2009.

Thanking you,

Yours sincerely,

SKSarkar
Secretary
West Bengal Board of Secondary Education

Copy forwarded to :

1. Private Secretary to the Hon'ble Minister-in-Charge (Primary & Secondary Education), Govt. of West Bengal, Bikash Bhavan, 5th Floor, Salt Lake, Kolkata - 700 0091.
2. Principal Secretary, School Education Department, Govt. of West Bengal, Bikash Bhavan, 7th Floor, Salt Lake City, Kolkata-91.
3. Director of School Education, Govt. of West Bengal, Bikash Bhavan, 7th Floor, Salt Lake City, Kolkata-91 with a request to instruct the D.I.'s (S.E.) for circulation to all schools.
4. Director, State Council of Educational Research and Training (S.C.E.R.T), 25/3 Ballygunge Circular Road, Kolkata-19
5. Mr. D. K. Sharma, Executive Officer, Education Department, D.G.H.C, P.O. & Dist: Darjeeling.
6. All recognized Teachers' & Employees' Organizations including Government School Teachers' Association.
7. Employees' Associations of the Board.
8. Paschim Banga Vidyalaya Paridarshak Samity
9. Parshad Barta for circulation of Bengali and English versions of the aforesaid matters in its immediately ensuing issue.
10. All Members of WBBSE.
11. All Members of the Task Force.
12. Secretary, West Bengal Board of Primary Education, Acharya Prafulla Chandra Bhavan, Salt Lake, Kolkata-91
13. Secretary, West Bengal Board of Madrasah Education, 19 Hazi Md. Mohasin Square, Kolkata-16
14. Secretary, Higher Secondary Council, Vidyasagar Bhavan, Salt Lake City, Kolkata-91.
15. Deputy Secretary (Examination, Academic, Administration, General), WBBSE.
16. Regional Officer (Medinipur, Bardhaman, North Bengal & Kolkata), WBBSE.

SKSarkar

Secretary

West Bengal Board of Secondary Education

Tel.No. : (033) 2321-3691
Fax : (033) 2321-3691
Gram : SECONDARY

WHEN REPLYING, PLEASE QUOTE
No. : S/82A
Date : 3rd April, 2007

West Bengal Board of Secondary Education

77/2 Park Street, Kolkata - 700 016

From : Secretary
West Bengal Board of Secondary Education,
77/2, Park Street, Kolkata–700 016

To
The Head of Institute/Teacher-In-Charge

_____

_____

Dear Sir/Madam,

As directed I am to state that West Bengal Board of Secondary Education (WBBSE) is going to introduce Continuous and Comprehensive Evaluation and Indirect Grade System including Annual Calendar of Educational Activity : Termwise Allocation of Time from the academic year 2007-08. I, therefore, request you to collect the booklet for Annual Calendar, CCE & Grading from the office of your respective District Inspector of Schools (S.E.).

Your cooperation for the effective implementation of the system from the academic year 2007-08 will be highly appreciated.

Thanking you,

Yours sincerely,

SKSarkar

Secretary
West Bengal Board of Secondary Education

WEST BENGAL BOARD OF SECONDARY EDUCATION
77/2 PARK STREET, KOLKATA – 700 016

ANNUAL CALENDAR OF EDUCATIONAL ACTIVITY
TERMWISE ALLOCATION OF TIME

Introduction of the Grade System of evaluation calls for renewal of Comprehensive Academic Programme. For expected learning outcomes planned implementation of such academic programmes is an essential precondition. In-School evaluation is integral to the question of student enrichment. Comprehensive academic programmes should be spread over various stages. In the first stage, aims and objectives of education should be well defined. The next stage concerns designing the curricula and syllabi of different subjects of study. A third, but the most important stage is curriculum transaction and evaluation. Classroom transaction of the curriculum effects certain changes in the behaviour of the learner. Through proper evaluation tools such changes in the learner's behaviour can be assessed. To make such assessment continuous and comprehensive an annual calendar is a must. First of all, the syllabi of classwise subjects are to be distributed equitably over available periods in a year. In accordance with the Annual Calendar classroom interaction and evaluation are to take place. In the process, subject-units are to be presented through competence-based approach for classroom transaction. The basic thing is learner-centric/task-specific participatory approach and continuous and comprehensive evaluation. Let us first concentrate on preparation of the Annual Calendar.

Annual Calendar (AC) : Its technical knowhow

The following components are to be addressed in preparing an effective Academic Calendar :

- Analysing the syllabi components into learning competencis,
- Dividing the learning materials into knowledge-understanding-application-skill-based units,
- Identifying learning gaps through testing,
- Providing remedial lessons through peer-learning,
- Ascertaining the total number of effective teaching-learning days excluding holidays, days for evaluation, M.P./H.S. examination days, etc. [classwise outlines are annexed]

- The book-list* is to be distributed among the students on the date of publication of the Summative/Annual Evaluation results.
- Printed lesson-plans and analyses of termwise unit-based curriculum transaction are to be given to the students on the eve of the academic session. The calendar of activities prepared by the Academic Council in the time-span between the end of the Annual Examination and the beginning of the ensuing academic session may be utilized for this purpose. (Heads of Institutes/Teachers Incharge in consultation with the teachers would prepare the said calendar of activities in the absence of any Managing Committee for obvious reasons).
- The Orientation of teachers is necessary for the effective qualitative classroom transaction and Comprehensive and Continuous Evaluation on the basis of the Indirect Grading System and declared Annual Calendar of activities.

The Board has been striving for raising the level of teacher performance from 2005 under Sarva Siksha Abhiyan schemes. Orientation Workshops for teacher development are being conducted in cascade mode. Orientation of 12 Key Resource Persons (KRPs) {one Head of the Institute, Secretary, Staff Council and one teacher each of 07 compulsory subjects, Secretary/President of the Managing Committee from each Sub-Division of which 1-2 teachers of Govt. schools from each district and 01 Additional District Inspector of Schools (S.E.) /Assistant District Inspector of Schools (S.E.) from each education district} are to be oriented for 05 days during the first half of the summer vacation, while 20 Resource Persons (RP) from each education district are to be oriented for 05 days in the 2nd half of the summer vacation. But orientation of all the teachers in cascade mode should preferably be completed before the puja vacation. It is pertinent to mention here that during the base-level training of teachers, number of participants should not exceed 140-150 in a venue.

*** Please mention that students should procure the books published by the Board bearing the 'water-mark' & 'hologram' of the Board.**

Comprehensive Annual Calendar for the Institutions under Darjeeling Gorkha Hill Council

The Daily Routine: Five hours for instructional learning and feedback lessons consist of four periods in each half before and after the recess. Recess for about 30 minutes is extra time. For example, if any school sits at 11 a.m., it shall be closed at 4.30 p.m. including recess of 30 minutes.

Period of time	*Sunday and other Holidays*	*Co-curricular activities/ Games and Sports*	*Evaluation, Preparation of Results / External Examination(s)*	*Effective Teaching-Learning days*	*Remarks*
1st Term From January to April : **120** days	Sunday - **17**days Winter vacation from 1st January to 12th February **43** days Other holidays - **07** days **Total Holidays = 67 days**	—			For all the Unit Tests, the follow-ings are applicable
					For more than one Unit Test in the same day it is desirable to allow 5 (five) min. interval in between each Test.
					Unit Test: Saturday and before Tiffin of Monday/ After Tiffin of Friday and Satur-day.
			A) First Unit Test for the classes (V- IX) Successive **2** days		A) Full Marks : 15 Time : 30 min. 3rd week of March
			B i) Second Unit Test for the classes (V-IX)		B i) Full Marks : 10 Time : 20 min.

Period of time	*Sunday and other Holidays*	*Co-curricular activities/ Games and Sports*	*Evaluation, Preparation of Results / External Examination(s)*	*Effective Teaching-Learning days*	*Remarks*
			ii) First Unit Test for class (X) Successive **2** days For no External Exam. For M.P. Examination – (if the institution is selected for venue) - **09** days For H.S. Examination -(if the institution is selected for venue) – **14** days	 **49** days (120 – 67- 4) **40** days (120 – 67 – 9 - 4) **35** days (120 – 67- 4 –14)	ii) Full Marks : 25 Time : 45 min. 2nd week of April
<u>2nd TERM</u> From May to August **123** days	Sunday – **17** days Durga Puja and Dipawali – **13** days Other holidays – <u>5 days</u> **Total 35 days**	**01** day	C i) Third Unit Test for the classes (V-IX) ii) Second Unit Test for class (X) Successive **2** days	**77** days (123 – 35–1 – 10)	C i) Full Marks : 15 Time : 30 min. ii) Full Marks : 25 Time : 45 min. 2nd week of May

Period of time	*Sunday and other Holidays*	*Co-curricular activities/ Games and Sports*	*Evaluation, Preparation of Results / External Examination(s)*	*Effective Teaching-Learning days*	*Remarks*
			D) Fourth Unit Test for the classes (V-IX) Successive **2** days		D) Full Marks: 10 Time: 20 min. 2nd week of June
			E i) Fifth Unit Test for the classes (V-IX)		E i) Full Marks : 15 Time : 30 min.
			ii) Third Unit Test for class X Successive **2** days		ii) Full Marks : 25 Time : 45 min. 1st week of July
			F) Sixth Unit Test for classes (V-IX) Successive **2** days		F) Full Marks :10 Time : 20 min. Last week of July
			G i) Seventh Unit Test for classes (V-IX)		G i) Full Marks :15 Time : 30 min.
			ii) Fourth Unit Test for class X Successive **2** days		ii) Full Marks : 25 Time : 45 min. 2nd week of August

Period of time	*Sunday and other Holidays*	*Co-curricular activities/ Games and Sports*	*Evaluation, Preparation of Results / External Examination(s)*	*Effective Teaching-Learning days*	*Remarks*
3rd TERM From September to December : **122** days	Sunday – **18** days Winter vacation – from 20 th December to 31st December – **12** days Other Holidays – **8** days **Total** **38 days**	**02** days	H) Eighth Unit Test for classes (V-IX) Successive **2** days For Summative Evaluation –**9** days For the preparation of results of Summative Evaluation– **8** days **Total 19 days**	 **63** days (122 – 38 –2 –2 -17) **54** days (122– 38–2–2–26) **49** days (122– 38–2–2–31)	H) Full Marks : 10 Time : 20 min. 2nd week of September/before Puja Holidays For no external examination If venue for Madhyamik Pariksha If venue for Higher Secondary Examination
365 days	**140 days**	**3 days**	**33/42/47 days**	**189/180/175**	

N.B.: For sending of evaluated papers to the guardians, read the circular no. S/102 dated : March 24/1992, which is as follows :–

'To : The Heads of all Schools Recognized by the Board.

Sub : Return of examined answer scripts of • terminal examinations to pupils for perusal of guardians.

Sir/Madam,

In partial modification of the Board's Circular Nos. 16/Nov/52 dtd. 20.11.52 and 15/April/53 dtd. 27-4-53 relating to the subject as mentioned above, this has been decided by the Board that henceforth the Schools are to so arrange that their Students can take home the examined answer scripts of the terminal examination for perusal of their guardians under the condition that they must return the scripts with the signature of the guardians to their Schools by 7 (seven) days' from the date of receipt of the scripts from the Schools.

As per decision of the Board, the Schools are to arrange for holding Parent teacher meet at least twice every year, after the half-yearly examination and before the annual examination.

All the recognized schools including the Govt. Schools are requested to take necessary action accordingly with immediate effect.'

• In the present situation terminal examinations mean – Unit Tests.

Total : a) **189** : (49+77+63) days (for no External Examination) **+ (E)**
or, b) **180** : (49+77+54) days (if venue for Madhyamik Pariksha) **+ (E)**
or, c) **175** : (49+77+49) days (if venue for Higher Secondary Examination) **+ (E)**

N.B. : In the 1st term there are three types of reality in our state –

a) For no External Examination in a School – effective learning/examining days : **189 + (E)**
b) If venue for Madhyamik Pariksha in a School - effective learning/examining days : **180 + (E)**
c) If venue for Higher Secondary Examination in a School - effective learning/examining days : **175 + (E)**
d) **In those days when there is no examination during the period of M.P./H.S. examinations, School shall function as per daily routine.**

Total Days	Sundays	Holidays	08 Unit Tests and Summative Evaluation = (E)	Co-curricular Activities	Preparation of Results of Summative Evaluation	External Examination	Total Effective Learning/ Examining Days = (V)	Total Effective Learning/ Examining Days including days of Internal Evaluation (E) + (V)
365	(-) 52	(-) 88	(-) 2 x 8 = 16 (-) 1 x 9 = 9	(-) 3	(-) 8		**189 +**	**214**
365	(-) 52	(-) 88	(-) 25	(-) 3	(-) 8	(-) 9 (M.P.)	**180 +**	**205**
365	(-) 52	(-) 88	(-) 25	(-) 3	(-) 8	(-) 14 (H.S.)	**175 +**	**200**

LIST OF HOLIDAY AND TEACHING-LEARNING DAYS IN SECONDARY SCHOOLS IN HILL AREAS OF DARJEELING DISTRICT.

Board's **Circular No.- S/OSD/373** dated-**16.09.2004**

VACATIONS:

1. General Holidays including local Holidays = **20** days
2. Winter Vacation = **55** days
3. Durga Puja = **10** days
4. Dipawali / Bhai Puja = **3** days
5. Sundays = **52** days

Total **140 days**

6. Examination, cultural activities, Games and Sports including all extra curricular activities = **30** days

7. Working days (365-140-30) = **195** days

Signed: S. Bhattacharya

Secretary

West Bengal Board of Secondary Education

N.B.: - Perhaps that no. of days earmarked for exam. etc. under serial no. 6 has been made keeping in view two examinations in a year. The present plan is eight Unit Tests and Summative Evaluation/Examination in an academic year. Consequently no. of days required for examination etc. has been increased. Naturally no. of teaching learning days has come down.

Format of time table for different classes given below

Class -V : 34 periods in a week

First Language	: 6 periods
Second Language	: 6 ,,
Mathematics	: 6 ,,
Paribesh Parichiti-Prakriti Bijnan	: 3 ,,
Paribesh Parichiti-Itihash	: 3 ,,
Paribesh Parichiti-Bhugole	: 3 ,,
**Remedial-Feedback lesson and Peer Learning	: 7 ,,
	34 ,,

**Classes to be arranged as per needs of the learners. It is desirable to arrange these classes not only for the learners who need feed-back but also for other learners to enhance quality.

Class -VI : 37 periods in a week

First Language	: 6 periods
Second Language	: 6 ,,
Mathematics	: 6 ,,
Science	: 4 ,, [2 periods each for Physical Sc. & L.Sc.]
History	: 3 ,,
Geography	: 3 ,,
Work Education & Physical Education	: 1 ,,
Life Style Education	: 1 ,,
*Environmental Studies	: 1 ,,
**Remedial-Feedback lesson and Peer Learning	: 6 ,,
	37 ,,

* Action may be taken as per decision of the Hon'ble Supreme Court.

**Classes to be arranged as per needs of the learners. Classes to be done for 03 days in the 7th period. It is desirable to arrange these classes not only for the learners who need feedback but also for other learners to enhance quality.

Classes - (VII-VIII) : 44 periods in a week

First Language	: 6 periods
Second Language	: 6 ,,
Third Language	: 3 ,,
Mathematics	: 6 ,,
Physical Science	: 3 ,,
Life Science	: 3 ,,
History	: 3 ,,
Geography	: 3 ,,
Work Education	: 1 ,,
Physical Education	: 1 ,,
Life Style Education	: 1 ,,
*Environmental Studies	: 1 ,,
**Remedial-Feedback lesson and Peer Learning	: 7 ,,
	44 ,,

* Action may be taken as per decision of the Hon'ble Supreme Court.

**Classes to be arranged as per needs of the learners. It is desirable to arrange these classes not only for the learners who need feedback but also for other learners to enhance quality.

Classes - (IX-X) : 44 periods in a week

First Language	: 9 periods
Second Language	: 6 ,,
Mathematics	: 6 ,,
Physical Science	: 3 ,,
Life Science	: 3 ,,
History	: 3 ,,
Geography	: 3 ,,
Elective Optional	: 3 ,,
Life Style Education	: 1 ,,
*Environmental Studies	: 1 ,,
**Remedial-Feedback lesson and Peer Learning	: 6 ,,
	44 ,,

* Action may be taken as per decision of the Hon'ble Supreme Court.

**Classes to be arranged as per needs of the learners. It is desirable to arrange these classes not only for the learners who need feedback but also for other learners to enhance quality.

Evaluation would be comprising of Unit Tests and Summative Evaluation/Examination.

Unit Test Evaluation	: Full Marks 100
Summative Evaluation/Examination	: Full Marks 100

Marks of Unit Tests, Summative Evaluation/Examination and indirect Grade to be shown in the Progress Report. Final Evaluation Report/Progress Report to be prepared showing the average marks obtained and related Grade.

Sample Format of Evaluation Report/Progress Report

Name of School _____

Address _____

Logo

Name of Student _____

Class _____ Section _____ Roll No _____

SUBJECTS	MARKS OBTAINED									
Compulsory	*Written*	*Full Marks*	*Oral/ Practi-cal*	*Full Marks*	*Unit Tests 100*	*Total 200*	*Average*	***Letter-Grade*	***Perfor-mance-Descriptors*	*Class Highest Grade*
1st Language 1st Paper		100/90		0/10						
1st Language 2nd Paper		100/90		0/10						
2nd Language		100/60/70		0/40/30						
3rd Language		100		—						
Paribesh Parichiti-Prakriti Bijnan /Physical Science		100/90		0/10						
Life Science		90		10						
Mathematics		100		—						
Paribesh Parichiti-Itihash/History		100/90		0/10						
Paribesh Parichiti-Bhugole/Geography		100/90		0/10						
Work Education & Physical Education	—	100		—						
Other Subject/Subjects (not for consideration of Summative Evaluation)										
Elective optional		100		—						—
Environmental Studies		100	50 } 50 }	50 - Written 50 - Practical						

Effective learning-teaching days of the school _____ No. of days of attendance of the student_____

Conduct of the student _____

Remarks with suggestions for the Unit Tests_____

Remarks with suggestions for Summative Evaluation/Examination _____

_____ _____

Signature of the Class Teacher Signature of the Head of the Institute

Date:

_____

Signature of the Guardian

**** See overleaf**

Format of the Grade*

Grade Scale	Letter-Grades	Performance-Descriptors
90-100	AA	OUTSTANDING
80-89	A +	EXCELLENT
60-79	A	VERY GOOD
45-59	B +	GOOD
35-44	B	SATISFACTORY
25-34	C	MARGINAL
Below 25	D	DISQUALIFIED

* The format of this Grade-Scale is to be printed on the backside of Evaluation Report/Progress Report.

Conditions for promotion to the next higher classes:

- For class V: On the basis of comprehensive continuous evaluation, to be promoted when minimum 'C' Letter-Grades obtained in 04 compulsory subjects out of 06 compulsory subjects.
- For class VI : On the basis of comprehensive continuous evaluation, to be promoted when minimum 'C' Letter-Grades obtained in 05 compulsory subjects out of 07 compulsory subjects.
- For classes VII & VIII : On the basis of comprehensive continuous evaluation, to be promoted when

  minimum 'C' Letter-Grades obtained in 07 compulsory subjects out of 09 compulsory subjects.
- For class IX : The minimum scoring of Letter Grade C in each of the SEVEN compulsory subjects defines PASS in the result of class IX.
- For sending to M.P. Examination : It is desirable to obtain minimum 'C' Letter-Grades in each of 07 compulsory subjects and read the relevant paragraphs of the circular published in the KOLKATA GAZETTE EXTRAORDINARY, JULY 04, 2001 which is as follows : –

'Class attendance not less than 70% of the total classes held in class IX and class X taken together. Provided that the Board may condone the deficiency in attendance not exceeding 20% on consideration of illness or other sufficient reasons to the satisfaction of the Board subject to payment of such condonation fee as may be prescribed.

16303

Provided further that a student, whose attendance falls below 50% shall not be eligible under any circumstances to appear at examination in that year and shall have to continue in class X and attend classes till he obtained minimum percentage of attendance required for being sent up for the examination in the following year'.

N.B. : a) It is obligatory for all students to attend in the learning-teaching classes and in all evaluations.(Arrangement to be made for further evaluation for the students failed to attend the evaluation on reasonable grounds)

b) There shall be no oral in class V.

** For the meaningful implementation of this decision for all classes and to enhance the quality, the sense of the Rules 34 & 35 (Rule 34 & 35 have been added by Notification No. 2009-SE (s) dt. 3.11.2000) as adopted in the proceedings of the Managing Committee by the West Bengal Board of Secondary Education is to be followed in addition to other measures.

34. Meeting with guardians – The Head of the Institution shall convene meetings with guardians twice in an academic year. The Head of the Institution shall convene meetings classwise with subject-teachers and guardians twice in an academic year without hampering the studies of the pupils. In every Institution "Guardians' Week" shall be observed once in a year.

35. Number of days for instructional work-

(1) The total number of days including Saturdays which will be half-holidays available for instructional work of an educational institution shall not fall below 200 days in an academic year. The days on which class-examinations and other school activities are held shall not be included within the period of 200 days earmarked for instructional work of the institution.

(2) Classes will not be kept suspended in the school on account of holding examination, other than the examination conducted by the West Bengal Board of Secondary Education and the West Bengal Council of Higher Secondary Education.

(3) No classes shall be kept suspended in the school for giving free time to the student to prepare for their annual examination or for any other school activities.

It should be specially noted that West Bengal Board of Secondary Education had introduced competency-based new curriculum and graded syllabus phase by phase from 2004. So text materials had been considerably reduced. Unnecessary and extra materials had also been deleted from the texts. Text Books are written in deductive principle i.e. from known to unknown – from example to definition gradually.

Progress Report
for example

Name and Address of the School

Logo

Progress Report/Evaluation Report
Academic Year : 2007-08

Name of Student : _____

Class : V Section : _____ Roll No : _____

Subject	Unit Test Report : Marks Obtained and Grade										
Compulsory	1st 15	2nd 10	3rd 15	4th 10	5th 15	6th 10	7th 15	8th 10	Total 100	**Letter *Grades	**Performance Descriptors
1st Language											
2nd Language											
Paribesh Paricihiti-Prakriti Bijnan											
Mathematics											
Paribesh Parichiti-Itihash											
Paribesh Parichiti-Bhugole											

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

The Evaluation Report/Progress Report of Unit Tests are to be sent to the Guardians at least *twice in a year.

Remarks with suggestions for the Unit Tests _____

Signature of the Class Teacher

Signature of the Head of Institute

Date:

Signature of the Guardian

* At least once out of each 4 Unit Tests following the formula of appraisal.

** See overleaf

Subject	Summative Evaluation : Marks Obtained and Grade							
Compulsory	Written	Full Marks	Unit Tests 100	Total 200	Average	** Letter-Grades	** Performance -Descriptors	Class Highest Grade
1st Language		100						
2nd Language		100						
Paribesh Paricihiti-Prakriti Bijnan		100						
Mathematics		100						
Paribesh Parichiti-Itihash		100						
Paribesh Parichiti-Bhugole		100						

Result of Summative Evaluation / Examination :

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

Remarks with suggestions for the result of Summative Evaluation/Examination

_____

_____ Signature of the Class Teacher

_____ Signature of the Head of Institute

Date:

_____ Signature of the Guardian

** See overleaf

I.C.E.T. Library Calcutta

Scale	Letter-Grades	Performance-Descriptors
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
45-59	B+	Good
35-44	B	Satisfactory
25-34	C	Marginal
Below 25	D	Disqualified
	Result of Summative Evaluation/ Examination:	

Condition for promotion to the next higher class :

For class V : On the basis of comprehensive continuous evaluation, to be promoted when minimum 'C' Letter-Grades obtained in 04 compulsory subjects out of 06 compulsory subjects.

There will be no oral in class V.

N.B. : It is obligatory for all students to attend classes and all evaluations. (Arrangement to be made for further evaluation for the students failing to attend the evaluation on reasonable grounds)

Progress Report
for example

Name and Address of the School

Logo

Progress Report/Evaluation Report
Academic Year : 2007-08

Name of Student : _____

Class : VI Section : _____ Roll No : _____

Subject	Unit Test Report : Marks Obtained and Grade										
Compulsory	1st 15	2nd 10	3rd 15	4th 10	5th 15	6th 10	7th 15	8th 10	Total 100	**Letter *Grades	**Performance Descriptors
1st Language											
2nd Language											
Science											
Mathematics											
History											
Work Education & Physical Education											
Other Subject (not for consideration of Summative Evaluation)											
Environmental Studies											

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

The Evaluation Report/Progress Report of Unit Tests are to be sent to the Guardians at least *twice in a year.

Remarks with suggestions for the Unit Tests _____

Signature of the Class Teacher

Date:

_____

Signature of the Head of Institute

Signature of the Guardian

* At least once out of each 4 Unit Tests following the formula of appraisal.

** See overleaf

Subject	Summative Evaluation : Marks Obtained and Grade									
Compulsory	Written	Full Marks	Oral	Full Marks	Unit Tests 100	Total 200	Average	**Letter-Grades	**Performan-Descriptors	Class Highest Grade
1st Language		90		10						
2nd Language		60		40						
Science		90		10						
Mathematics		100		—						
History		90		10						
Geography		90		10						
Work Education & Physical Education	—	100		—						
Other Subject (not for consideration of Summative Evaluation)										
Environmental Studies		100	50 } 50 }	50 - Written 50 - Practical						

Result of Summative Evaluation / Examination :

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

Remarks with suggestions for the result of Summative Evaluation/Examination _____

_____ Signature of the Class Teacher

_____ Signature of the Head of Institute

Date:

_____ Signature of the Guardian

** See overleaf

Scale	Letter-Grades	Performance-Descriptors
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
45-59	B+	Good
35-44	B	Satisfactory
25-34	C	Marginal
Below 25	D	Disqualified
	Result of Summative Evaluation/ Examination:	

Condition for promotion to the next higher class :

For class VI : On the basis of comprehensive continuous evaluation, to be promoted when minimum 'C' Letter-Grades obtained in 05 compulsory subjects out of 07 compulsory subjects.

N.B. : It is obligatory for all students to attend classes and all evaluations. (Arrangement to be made for further evaluation for the students failing to attend the evaluation on reasonable grounds)

Progress Report
for example

Name and Address of the School

Logo

Progress Report/Evaluation Report
Academic Year : 2007-08

Name of Student : _____

Class : VII Section : _____ Roll No : _____

Subject	Unit Test Report : Marks Obtained and Grade										
Compulsory	1st 15	2nd 10	3rd 15	4th 10	5th 15	6th 10	7th 15	8th 10	Total 100	**Letter *Grades	**Performance Descriptors
1st Language											
2nd Language											
3rd Language											
Physical Science											
Life Science											
Mathematics											
History											
Geography											
Work Education & Physical Education											
Other Subject (not for consideration of Summative Evaluation)											
Environmental Studies											

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

The Evaluation Report/Progress Report of Unit Tests are to be sent to the Guardians at least *twice in a year.

Remarks with suggestions for the Unit Tests _____

Signature of the Class Teacher

Signature of the Head of Institute

Date:

Signature of the Guardian

* At least once out of each 4 Unit Tests following the formula of appraisal.

** See overleaf

Subject	Summative Evaluation : Marks Obtained and Grade									
Compulsory	Written	Full Marks	Oral	Full Marks	Unit Tests 100	Total 200	Average	** Letter-Grades	** Performance -Descriptors	Class Highest Grade
1st Languag		90		10						
2nd Language		70		30						
3rd Language		100		—						
Physical Science		90		10						
Life Science		90		10						
Mathematics		100		—						
History		90		10						
Geography		90		10						
Work Education & Physical Education		—	100	—						
Other Subject (not for consideration of Summative Evaluation)										
Environmental Studies		100	50 } 50	50 - Written 50 - Practical						

Result of Summative Evaluation / Examination :

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

Remarks with suggestions for the result of Summative Evaluation/Examination _____

_____ Signature of the Class Teacher

_____ Signature of the Head of Institute

Date:

_____ Signature of the Guardian

** See overleaf

Scale	Letter-Grades	Performance-Descriptors
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
45-59	B+	Good
35-44	B	Satisfactory
25-34	C	Marginal
Below 25	D	Disqualified
	Result of Summative Evaluation/ Examination:	

Condition for promotion to the next higher class :

For class VII : On the basis of comprehensive continuous evaluation, to be promoted when minimum 'C' Letter-Grades obtained in 07 compulsory subjects out of 09 compulsory subjects.

N.B. : It is obligatory for all students to attend classes and all evaluations. (Arrangement to be made for further evaluation for the students failing to attend the evaluation on reasonable grounds)

Progress Report
for example

Name and Address of the School

Logo

Progress Report/Evaluation Report
Academic Year : 2007-08

Name of Student : _____

Class : VIII Section : _____ Roll No : _____

Subject	Unit Test Report : Marks Obtained and Grade										
Compulsory	1st 15	2nd 10	3rd 15	4th 10	5th 15	6th 10	7th 15	8th 10	Total 100	**Letter *Grades	**Performance Descriptors
1st Language											
2nd Language											
3rd Language											
Physical Science											
Life Science											
Mathematics											
History											
Geography											
Work Education & Physical Education											
Other Subject (not for consideration of Summative Evaluation)											
Environmental Studies											

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

The Evaluation Report/Progress Report of Unit Tests are to be sent to the Guardians at least *twice in a year.

Remarks with suggestions for the Unit Tests _____

Signature of the Class Teacher

Date:

Signature of the Head of Institute

Signature of the Guardian

* At least once out of each 4 Unit Tests following the formula of appraisal.

** See overleaf

Subject	Summative Evaluation : Marks Obtained and Grade									
Compulsory	Written	Full Marks	Oral	Full Marks	Unit Tests 100	Total 200	Average	** Letter-Grades	** Performance -Descriptors	Class Highest Grade
1st Languag		90		10						
2nd Language		70		30						
3rd Language		100		—						
Physical Science		90		10						
Life Science		90		10						
Mathematics		100		—						
History		90		10						
Geography		90		10						
Work Education & Physical Education		—	100	—						
Other Subject (not for consideration of Summative Evaluation)										
Environmental Studies		100	50 } 50 }	50 - Written 50 - Practical						

Result of Summative Evaluation / Examination :

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

Remarks with suggestions for the result of Summative Evaluation/Examination _____

_____ Signature of the Class Teacher

_____ Signature of the Head of Institute

Date:

_____ Signature of the Guardian

** See overleaf

Scale	Letter-Grades	Performance-Descriptors
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
45-59	B+	Good
35-44	B	Satisfactory
25-34	C	Marginal
Below 25	D	Disqualified
	Result of Summative Evaluation/ Examination:	

Condition for promotion to the next higher class :

For class VIII : On the basis of comprehensive continuous evaluation, to be promoted when minimum 'C' Letter-Grades obtained in 07 compulsory subjects out of 09 compulsory subjects.

N.B. : It is obligatory for all students to attend classes and all evaluations. (Arrangement to be made for further evaluation for the students failing to attend the evaluation on reasonable grounds)

Progress Report
for example

Name and Address of the School

Logo

Progress Report/Evaluation Report
Academic Year : 2007-08

Name of Student : _____

Class : IX Section : _____ Roll No : _____

Subject	Unit Test Report : Marks Obtained and Grade										
Compulsory	1st 15	2nd 10	3rd 15	4th 10	5th 15	6th 10	7th 15	8th 10	Total 100	**Letter *Grades	**Performance Descriptors
1st Language 1st Paper											
1st Language 2nd Paper											
2nd Language											
Physical Science											
Life Science											
Mathematics											
History											
Geography											
Other Subjects (not for consideration of Summative Evaluation)											
Elective Optional											
Environmental Studies											

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

The Evaluation Report/Progress Report of Unit Tests are to be sent to the Guardians at least *twice in a year.

Remarks with suggestions for the Unit Tests _____

Signature of the Class Teacher

Signature of the Head of Institute

Date:

Signature of the Guardian

* At least once out of each 4 Unit Tests following the formula of appraisal.

** See overleaf

Subject	Summative Evaluation : Marks Obtained and Grade									
Compulsory	Written	Full Marks	Oral	Full Marks	Unit Tests 100	Total 200	Average	** Letter-Grades	** Performance -Descriptors	Class Highest Grade
1st Language 1st Paper		90		10						
1st Language 2nd Paper		90		10						
2nd Language		100		—						
Physical Science		90		10						
Life Science		90		10						
Mathematics		100		—						
History		90		10						
Geography		90		10						
Other Subjects (not for consideration of Summative Evaluation)										
Elective Optional		100		—						
Environmental Studies		100	50 } 50 }	50 - Written 50 - Practical						

Result of Summative Evaluation / Examination :

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

Remarks with suggestions for the result of Summative Evaluation/Examination _____

_____
Signature of the Class Teacher

_____
Signature of the Head of Institute

Date:

_____
Signature of the Guardian

** See overleaf

Scale	Letter-Grades	Performance-Descriptors
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
45-59	B+	Good
35-44	B	Satisfactory
25-34	C	Marginal
Below 25	D	Disqualified
	Result of Summative Evaluation/ Examination:	

Condition for promotion to the next higher class :

For class IX : The minimum scoring of Letter Grade C in each of the SEVEN compulsory subjects defines PASS in the result of class IX.

N.B. : It is obligatory for all students to attend classes and all evaluations. (Arrangement to be made for further evaluation for the students failing to attend the evaluation on reasonable grounds)

Progress Report
for example

Name and Address of the School

Logo

Progress Report/Evaluation Report
Academic Year : 2007-08

Name of Student : _____

Class : X Section : _____ Roll No : _____

Subject	Unit Test Report : Marks Obtained and Grade										
Compulsory	1st 15	2nd 10	3rd 15	4th 10	5th 15	6th 10	7th 15	8th 10	Total 100	**Letter *Grades	**Performance Descriptors
1st Language 1st Paper											
1st Language 2nd Paper											
2nd Language											
Physical Science											
Life Science											
Mathematics											
History											
Geography											
Other Subjects (not for consideration of Summative Evaluation)											
Elective Optional											
Environmental Studies											

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

The Evaluation Report/Progress Report of Unit Tests are to be sent to the Guardians at least *twice in a year.

Remarks with suggestions for the Unit Tests _____

Signature of the Class Teacher

Signature of the Head of Institute

Date:

Signature of the Guardian

* At least once out of each 4 Unit Tests following the formula of appraisal.

** See overleaf

Subject	Summative Evaluation : Marks Obtained and Grade									
Compulsory	Written	Full Marks	Oral	Full Marks	Unit Tests 100	Total 200	Average	** Letter-Grades	** Performance -Descriptors	Class Highest Grade
1st Language 1st Paper		90		10						
1st Language 2nd Paper		90		10						
2nd Language		100		—						
Physical Science		90		10						
Life Science		90		10						
Mathematics		100		—						
History		90		10						
Geography		90		10						
Other Subjects (not for consideration of Summative Evaluation)										
Elective Optional		100		—						
Environmental Studies		100	50 } 50 }	50 - Written 50 - Practical						

Result of Summative Evaluation / Examination :

Effective learning-teaching days of the school _____ No. of days of attendance of the student _____

Conduct of the Student _____

Remarks with suggestions for the result of Summative Evaluation/Examination _____

_____ Signature of the Class Teacher

_____ Signature of the Head of Institute

Date:

_____ Signature of the Guardian

** See overleaf

Scale	Letter-Grades	Performance-Descriptors
90-100	AA	Outstanding
80-89	A+	Excellent
60-79	A	Very Good
45-59	B+	Good
35-44	B	Satisfactory
25-34	C	Marginal
Below 25	D	It is desirable to obtain minimum 'C' Letter-Grade in each of 07 compulsory subjects.
	Result of Summative Evaluation/ Examination:	

For sending to M.P. Summative Evaluation/Examination: It is desirable to obtain minimum 'C' Letter-Grades in each of 07 compulsory subjects.

N.B. : It is obligatory for all students to attend classes and all evaluations. (Arrangement to be made for further evaluation for the students failing to attend the evaluation on reasonable grounds)

Sample Format of Grading for Madhyamik Pariksha : 2009

ROTIONALE :

Letter Marks / Star Marks / Division / Aggregate Marks are dropped for compatibility with the Grading system and also for minimization of the Examination Strees arising out of such classification. This is in consonance with the recommendation in National Curriculum Framework – 2005 and in parity with the Models prevailing in National and International scenario in School Education including the model initiated by the West Bengal Council of Higher Secondary Education w.e.f. 2007.

SUBJECTS	MARKS / GRADES OBTAINED			
	WRITTEN	ORAL	TOTAL	GRADE
COMPULSORY SUBJECTS FIRST LANGUAGE - 1 FIRST LANGUAGE - 2 SECOND LANGUAGE PHYSICAL SCIENCE LIFE SCIENCE MATHEMATICS HISTORY GEOGRAPHY **OPTIONAL ELECTIVE SUBJECT**				
	RESULT : PASS			

SCALE

90 – 100	OUTSTANDING	AA
80 – 89	EXCELLENT	A+
60 – 79	VERY GOOD	A
45 – 59	GOOD	B+
35 – 44	SATISFACTORY	B
25 – 34	MARGINAL	C
BELOW 25	DISQUALIFIED	D

Education makes people easy to lead, but difficult to drive, easy to govern, but impossible to enslave.

–Henry Brooks Adam

Education is not filling a bucket, but lighting a fire.

–W. B. Yeats

There is no virtue higher than non-injury.

–Swami Vivekananda

Library

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